## **MISSOURI WIC PROGRAM**

# Preparing WIC Checks For Deposit

*If there are two or more checks being used at the same time, separate receipts must be generated for each check.* 

## 1. REVIEW THE WIC CHECK FOR COMPLETENESS:

- a. Is there a DATE USED written on the check?
- b. Is there a TOTAL SALES AMOUNT written on the check?
- c. Is there a PARTICIPANT'S SIGNATURE on the check?

If no, refer to Section 4.2 in the WIC Vendor Manual.

#### 2. REVIEW THE DATE USED:

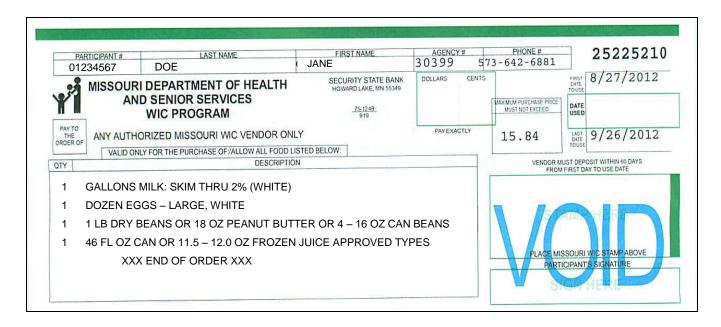
- a. Is the DATE USED within the FIRST and LAST DATES TO USE?
- b. Is the DATE USED written legibly?
- c. Does the DATE USED match the date on the receipt? If no, refer to Section 4 of the WIC Vendor Manual.

### 3. REVIEW THE TOTAL SALES AMOUNT:

- a. Is the TOTAL SALES AMOUNT less than or equal to the MAXIMUM PURCHASE PRICE MUST NOT EXCEED AMOUNT?
- b. Are the foods listed on the receipt WIC approved types, brands and sizes?
- c. Are the quantities less than or equal to what is printed on the check? *If no, refer to Section 4.2 in the WIC Vendor Manual.*

## 4. STAMP THE FOUR (4) DIGIT VENDOR ID STAMP NUMBER ON THE WIC CHECK:

- a. Use **BLACK INK** only when stamping the vendor ID number on the check.
- b. Is the ID number legible? If no, inspect the stamp to see if it needs to be cleaned or replaced. Does the stamp need to be re-inked? If no, re-stamp the ID number in the Food Section.



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